



Facility Emergency Access Procedures

Facility renters are NOT allowed to the space or facility until the exact time as listed on the reverse side of this form.

If staff does not have the facility open at the reserved time, follow the instructions listed below:

- 1. Phone Kelley's Communications at (206) 467-3005.**
- 2. Provide the following information:**
 - **Give them your name**
 - **Tell them the name of the facility and the address on the reverse side of this form.**
 - **Tell the time of your reserved event.**
 - **Relate any special circumstances affecting your event.**

All other emergencies

- 1. Notify the staff at the facility**
- 2. Identify the Emergency**
- 3. Call 911 if necessary**
- 4. The following information should be provided to staff or the 911 operator:**
 - **Give them your name**
 - **Tell them the name of the facility and address (for 911)**
 - **Explain the type of emergency**
 - **Answer any other questions that may be asked**
 - **For 911 calls stay on the line until released by the operator**

Please NOTE:

If the Fire Alarm goes off, the building must be evacuated immediately. Fire Department Personnel must approve re-entry.